First Time Logging-In to FI$Cal – Job Aid:

FI$Cal Users will log-in to FI$Cal with the following web address: www.fiscal.ca.gov and select "ACCESS FISCAL" located in the upper-right of the screen.

ACCESS FISCAL will display the log-in button, titled "Log-In to FI$Cal" – select it.

The "Log-In to FI$Cal" button brings up the main FI$Cal log-in screen for Users to enter their User ID and Password. User IDs are made up of the User's first and last name @ department/agency (Business Unit acronym). The initial password will be the one provided to the User by the FI$Cal Tech Team.
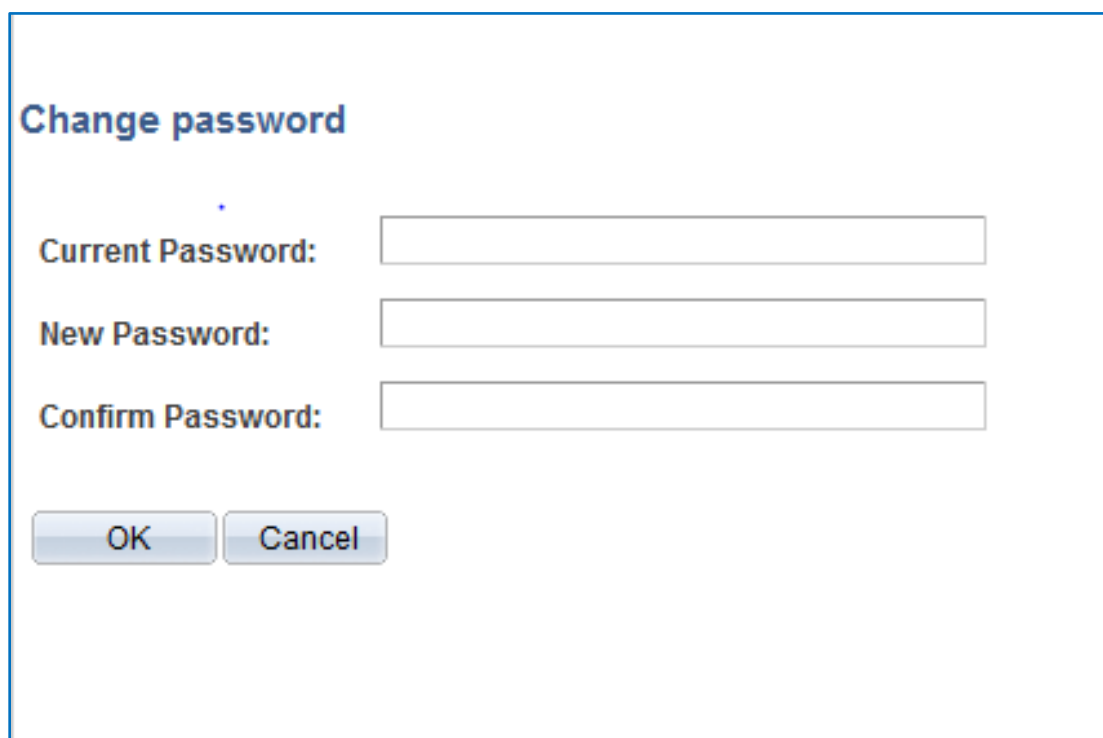
The first time a User logs-in to FI$Cal, an initial message informs them their 'password has expired' – as shown below. This is a security feature prompting the User to create a personal password. Select "Click here to change your password".

A Change Password screen appears. Re-enter the original password provided by the FI$Cal Tech Team in the "Current Password" field, and enter a personal password in the fields below. Passwords must be configured of the following:

- A minimum of 8 characters;
- At least one upper case letter,
- At least one number,
- At least one special character

Change password

Current Password:	
New Password:	
Confirm Password:	

OK   Cancel

Once the User has logged in and created a personalized password, the new password will be good for 90 days.

Passwords can also be changed by the User at any time by accessing the path below:

Main Menu>My System Profile>General Profile Information Page>Change password link

For additional help with Passwords, please contact the FI$Cal Service Center at:

1-855-FISCAL0 or 1-855-347-2250